



**Company Registered No. 05132321  
Charity No. 1109595**

**CHINESE ASSOCIATION OF WOKING**

**Annual Report and Accounts  
for the year ended 31 August 2021**



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## **Trustees' Annual Report (incorporating the Director's Report) for the year ended 31 August 2021**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Chinese Association of Woking (CAW) is a charitable company limited by guarantee, incorporated on 19 May 2004 and registered as a charity on 23 May 2005. The company was established under a Memorandum of Association of CAW which established the objects and powers of the charitable company and governed under its Articles of Association. The trustees are nominated by the members and then elected annually in the Annual General Meeting. The board can also co-opt members into the board when necessary. The trustees retire by rotation. The maximum term of office for each trustee is three years.

CAW is supported by the Woking Borough Council's Community Development team which provides a wide range of support and training for charities in the local area. All trustees are DBS (Disclosure and Barring Service) checked via the Woking Borough Council. Trustees are encouraged to attend the training sessions on new policies which are relevant to the work of the Association.

### **AIMS AND OBJECTIVES**

CAW's objects are, set out in the Memorandum of Association, "To advance the education of the public in all aspects of Chinese culture, arts, tradition, history and language and in particular but not exclusively to persons of Chinese origin or descent, without distinction of sex, political or other opinions, resident or working within (but not limited to) the borough of Woking and the surrounding area ("the Area of Benefit"), the promotion of racial harmony within the Area of Benefit and to provide or assist in the provision of facilities in the interests of education, health, social welfare and recreation and other leisure time occupation to improve the social, educational, cultural and physical development of the inhabitants of the community in the Area of the Benefit."

### **ACTIVITIES & ACHIEVEMENTS**

CAW has undertaken the following activities for the public benefit in relation to its objectives set out in its Memorandum and Articles of Association. Trustees have had regard to the guidance issued by the Charity Commission.

#### **Saturday Chinese School**

Woking Chinese School (WCS) is the main project of the Chinese Association of Woking (CAW) in promoting Chinese language education and delivering Chinese cultural awareness. WCS takes place at St John the Baptist school in Woking. There are 33 weeks in the school calendar, three terms a year.

WCS is governed by the School Governing Body (GB) under delegated authority from the CAW board of directors. The GB consists of the chairman, senior school management team, representatives from the parents, teachers, the CAW board of directors. The administration of the school is led by a head teacher, assisted by the deputy head of language department, the deputy head of cultural activities department, and a group of volunteers. The school provides in-house and external trainings for the language teachers. The parents' club helps with looking after the security of the school. They also run a tuck shop which provides refreshments to teachers, students and volunteers during break time.



The school offers child and adult Mandarin classes and child Cantonese classes. It takes on children from aged 4 onwards. Students who reach the standard of the GCSE or A level will take the public examination.

WCS welcomes all races to join their classes. The number of mix-raced students and non-Chinese students has increased steadily over the last few years. This reflects the diversity of the school.

The language classes run between 10:00 am to 12:00pm and are followed by the afternoon school activities from 12:30 pm. The cultural activities classes aim to promote Chinese culture among the community.

Apart from some activity teachers, all the teachers and helpers of WCS are volunteers. Main source of the income of the school comes from the school fees.

WCS is a member of the Association for the Promotion of Chinese Education (UKAPCE) and regularly takes part in the various activities such as Calligraphy and Reading competitions organised by them.

In 2020-21, the school ran 24 language classes (4 children Cantonese classes, 17 child Mandarin classes and 3 adult Mandarin classes). Due to the evolving Covid related restrictions, the school responded by switching between a hybrid approach (where around half the school had face to face lessons and the rest were taught online) and fully online during the national lockdowns. All the activity classes were also cancelled.

It was testament to the resilience and steadfastness of our teachers and students that, despite the challenging circumstances, the school was able to attain the following achievements:

- In the 2021 Chinese GCSE exam, the school achieved excellent results where our students gained 100% grade 7 and above
- At the 18<sup>th</sup> UK Reading Competition (also the 2<sup>nd</sup> round of the 4<sup>th</sup> Global Reading Competition) held on 3<sup>rd</sup> May 2021, our students won 2 gold, 4 silver and 6 bronze awards. In addition, Woking Chinese School was awarded the Best Organised School certificate.
- At the 4<sup>th</sup> Global Reading Competition, 22 of our students were awarded recital brilliance certificates.
- At the Analects and Idioms Studies competition held in July 2021, our students won 3 gold, 2 silver and 2 bronze awards.
- The school was awarded a Certificate of Appreciation by the Office of National Statistics on 5<sup>th</sup> May 2021 in recognition of our effort in helping promote Census 2021 in our community.

We are also very proud to have held the school's first ever online Chinese New Year party on 5<sup>th</sup> Feb 2021. The event was a great success and attended by over 300 families.

### **Chinese Community Project**

The Chinese Community Project (CCP) provides a social platform for CAW members and non-members. The CCP is managed by two voluntary project co-ordinators and it runs a weekly drop in social gathering on Tuesdays (apart from during Christmas and Summer holidays) between 10:30am and 2pm at the Old Woking Community Centre.

Following the outbreak of the coronavirus in 2020, all CCP activities were cancelled.

### **Chinese Language Playgroups for the Under 5s**

The Cantonese and a Mandarin playgroup continue to be offered to the community. The playgroups have been designed to support children's language development and to encourage their



interest in Chinese through songs, stories, rhymes and games. The sessions are also very beneficial for the parents and carers in supporting their engagement with Chinese culture and developing a sense of community with other families. The sessions are run between 10:15am and 12.00 noon every Saturday during term time at St John the Baptist School, the same location as the CAW Chinese School. Each playgroup session lasts for about 45 minutes, with the Cantonese playgroup starting at 10:15 and the Mandarin playgroup at 11.15am.

The Playgroup along with the Chinese Association closely monitored the pandemic that was unfolding in the news and responded by switching between online and face to face sessions during the 2020/21 academic year.

### **Children's Chinese Library Project**

The Chinese Library Project started in 2017, continues to be a unique offering of specialist Chinese books made available to Surrey readers and to support our school students' learning. The CAW signed a Memorandum of Understanding with Surrey Libraries to formalise the long-term relationship between the two parties. With young Chinese language and culture learners' needs in mind, CAW's team of volunteers took care to choose from vast sources suitable graded reading books, children's award-winning picture books and English translation of Chinese classic stories.

### **Cultural Performances**

In order to raise awareness of the Chinese culture to the wider public, CAW delivers cultural performances at various venues and during various occasions. Each cultural performance activity is led by a cultural activity co-ordinator. Bigger events, such as the Chinese New Year celebration in Woking Town Centre and the Mid-Autumn Festival celebration, are led by a designated project manager. The main performance areas are Lion Dancing, Chinese Dancing, Kung Fu and Tai Chi demonstrations. The performers are made up of the Saturday school children, teachers, parents and other members of the CAW.

### **Confronting COVID-related Hate Project 2020-2021**

In December 2020, the CAW joined a national emergency project to support British Chinese, East, and Southeast Asian community organisations to respond to the rising levels of hate crime being experienced triggered by the pandemic.

Led by Protection Approaches, the Chinese Welfare Trust and Newham Chinese Association, the CAW joined a network of 20 other community groups to participate in training. The project was funded by the National Lottery Community Fund Grant and the London Funders Community Response Fund.

Three CAW volunteers participated in training in understanding hate crime and incidents, and how to support community members should they experience such events. Further training was also provided on raising awareness within the community. Support materials developed by the project was received and shared with our community members.

The project concluded with CAW's participation to an end-of-project video conference when all 24 organisations came together to review lessons learned and share best practice. As part of the project, funding was allocated to the CAW to participate in the project and support the subsequent initiatives aimed at maintaining awareness of race hate-related crimes and support.



The CAW reported on its project participation in the local newspaper and used social media to raise awareness as well as directly communicating with members.

## FINANCIAL REVIEW

The Treasurer's Report following this part of the document summarises the financial details of CAW for the year ended 31<sup>st</sup> August 2021.

CAW maintained a designated reserve of £33,161 at the end of the financial year on the 31 August 2021 these funds are held in order to meet any unforeseen expenditure that may occur.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of the Chinese Association of Woking for the purpose of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for the period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP 2015 (FRS102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

## ON BEHALF OF THE BOARD



Susie Jamieson

Chairman

Chinese Association of Woking

Date:

12 May 2022





## **Treasurer's Report for the year ended 31 August 2021**

I am pleased to present the account that has been examined by an independent examiner for the year ended 31 August 2021. The accounts have been prepared in accordance with the format that complies with the requirement of the SORP.

The main sources of income for the current year was school fees of £30,410 (2020: £46,253), membership fees from 169 members (2020: 242 members) of £3,370 (2020: £4,840). The total income for the year was £35,426 compared to £65,842 last year. The decrease in income was largely due to a fall in student numbers and cancellation of the activities classes this year compounded by a one-off fund raising for Covid-19 relief which had boosted the income last year.

The total expenditure for the year was £38,598 (2020: £48,319). The decrease in expenditure was primarily attributable to the Covid related donations of £8,208 expended last year.

The net deficit in unrestricted funds for the financial year was £3,172 (2020: surplus £17,523).

The accumulation of any surplus in unrestricted funds will be used to further the charitable objectives of the association at the discretion of the board of directors and to sustain the running costs of the association.

A handwritten signature in black ink, appearing to read 'Qinmin Zhang', written in a cursive style.

Qinmin Zhang

Treasurer

Chinese Association of Woking

Date: 12/05/2022

**Reference and administration details  
for the year ended 31 August 2021**

**Charity Name:** CHINESE ASSOCIATION OF WOKING

**Registered Office:** Restwynde, Pyrford Woods Road, Woking GU22 8QR

**Company registration number:** 05132321

**Charity registration number:** 1109595

**Directors**

Anita Chi Wai Ho  
Clara Chipping (resigned on 06/11/2021)  
Fan Hong Kong  
Jeanette Agatha Wei Chu Ho (resigned on 29/01/2022)  
Michelle Wong (resigned on 29/01/2022)  
Mei Ping Cheung (resigned on 29/01/2022)  
Jianyong Niu (resigned on 29/01/2022)  
Roger James (resigned on 12/09/2020, re-appointed on 29/01/2022)  
Susie Jamieson  
Kim Ping Lee  
Qinmin Zhang  
Xiaoyan Liu  
Chongjun Feng (appointed on 29/01/2022)  
Yue Li (appointed on 29/01/2022)  
Zhi Song (appointed on 29/01/2022)

**Secretary** Chongjun Feng

**Independent Examiner** Sunny Ma

**Banker** Santander  
CAF Bank



**Statement of Financial Activities (including Income and Expenditure Accounts)**  
**for the year ended 31 August 2021**

	Notes	Unrestricted Fund £	Restricted Fund £	Designated Fund £	Total Fund 2021 £	Total Fund 2020 £
<b>INCOMING RESOURCES</b>	1					
<b>Income resources from generated funds:</b>						
Donation	5a	60			60	8,208
Other incoming resources – Grant			1,500		1,500	0
<b>Income resources from charitable activities</b>						
Language class fees, books & exam fees		30,410			30,410	46,253
Other School activities		(1,038)			(1,038)	3,148
Playgroup		815			815	960
Membership fee		3,370			3,370	4,840
Fund-raising events & CCP						
Chinese Community Project						731
Chinese New Year events						0
Mid-Autumn Festival event						1,012
Cultural group performances						459
Other fund-raising events						24
<b>Investment Income</b>						
Bank interest received		309			309	207
<b>Total incoming resources</b>		<b>33,926</b>	<b>1,500</b>	<b>0</b>	<b>35,426</b>	<b>65,842</b>
<b>RESOURCES EXPENDED</b>	2					
<b>Governance costs:</b>	3	(1,460)			(1,460)	(1,332)
<b>Charitable activities:</b>						
Donation	5b					(8,208)
Teaching	4a	(23,888)			(23,888)	(25,174)
School administration and support costs	4b	(11,080)			(11,080)	(11,042)
Playgroup	4c	(670)			(670)	(324)
Chinese Community Project related costs						
Chinese Community Project	4d		(1,500)		(1,500)	(662)
Chinese New Year events						(39)
Mid-Autumn Festival events						(1,503)
Cultural Group costs						(35)
<b>Total resources expended</b>		<b>(37,098)</b>	<b>(1,500)</b>	<b>0</b>	<b>(38,598)</b>	<b>(48,319)</b>
<b>Gross transfers between funds</b>						
<b>Net movement in funds</b>		(3,172)	0	0	(3,172)	17,523
<b>Total funds brought forward</b>		124,168	1,132	33,161	158,461	140,938
<b>Total funds carried forward</b>		<b>120,996</b>	<b>1,132</b>	<b>33,161</b>	<b>155,289</b>	<b>158,461</b>



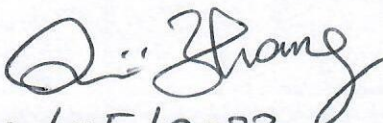
**Balance Sheets as at 31 August 2021**

	Notes	2021 £	2020 £
<b>FIXED ASSETS</b>		0	0
<b>CURRENT ASSETS</b>			
Bank		175,204	171,065
Cash		50	1,163
Prepayments		0	0
		<u>175,254</u>	<u>172,228</u>
<b>CREDITORS: due within one year</b>			
Advance fees		15,465	10,069
Accruals		1,700	848
Parent club	6	<u>2,800</u>	<u>2,850</u>
<b>NET CURRENT LIABILITIES</b>		<u>19,965</u>	<u>13,767</u>
<b>NET CURRENT ASSETS</b>		155,289	158,461
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>155,289</u>	<u>158,461</u>
<b>UNRESTRICTED FUNDS</b>		120,996	124,168
<b>RESTRICTED FUNDS</b>	7	1,132	1,132
<b>DESIGNATED FUNDS</b>	8	<u>33,161</u>	<u>33,161</u>
<b>TOTAL FUNDS</b>		<u>155,289</u>	<u>158,461</u>

- (a) For the year ended 31 August 2021 the Company was entitled to exemption under section 477 of the Companies Act 2006;
- (b) No Members have required the Company to obtain an audit in accordance with section 476 of the Companies Act 2006;
- (c) The directors acknowledge their responsibilities for:
- Ensuring the Company keeps accounting records which comply with section 386 of the Companies Act 2006;
  - Preparing accounts which give a true and fair view of the state of affairs of the Company s at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.
- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act relating to small companies.

Approved by the Board of Directors of Chinese Association of Woking and signed on its behalf by:

Qinmin Zhang  
Treasurer  
Date:

  
12/05/2022



**Notes forming part of the financial statements for the year ended 31 August 2021****1. Principal accounting policies****a. Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable in the UK and Republic of Ireland to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102, the Companies Act 2006, the Charities Act 2011 and applicable UK accounting standards. Assets and liabilities are recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

**b. Funds accounting**

Unrestricted funds: These are funds which can be used in accordance with the charitable object at the discretion of the board of directors.

Restricted funds: These are funds which can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds: These are funds which were set aside by the board of directors out of unrestricted funds for specific future purposes or projects.

**c. Incoming resources**

- School fee collections are accounted for the period from Sept 2020 to June 2021. Expenses are accounted for as if they are known with certainty;
- Donations are taken to unrestricted funds for use for teaching training and supports;
- Membership fees are accounted when receivable;
- Other activities to generate income are from fund raising and raffles held at cultural events;
- Special fund-raising events, jumble sales and contributions are taken to "unrestricted fund" where the funds will be spent for charitable activities;
- CAW had no investments other than cash at bank. Investment income is included when receivable.

**2. Resources expended**

Resources expended are accounted for on an accrual basis. Resources expended that are attributable to more than one sub-heading are apportioned accordingly.

**3. Governance costs**

Governance costs are those costs incurred in the governance of charity and are primarily associated with constitutional and statutory requirements.

	2021	2020
<b>Governance costs</b>	£	£
Stationeries, Toners, Printing, Postage	(0)	(26)
Subscriptions, Website	(329)	(245)
Hall hiring, AGM, Meeting expenses	(175)	(197)
Insurance, Companies House filing fees	(756)	(664)
Independent Examiner's fee	(200)	(200)
<b>Subtotal</b>	<b>(1,460)</b>	<b>(1,332)</b>



**4. Charitable expenditures****a. Teaching expenditures** are costs related to teaching costs of the Chinese school as follows:

	2021	2020
<b>Teaching Expenditures</b>	£	£
Teachers' allowance	(20,961)	(20,123)
Teachers' training and equipment	(459)	(989)
Head Teacher & Deputy Heads' allowance	(2,468)	(2,397)
Kungfu & Tai Chi teacher's fees	(0)	(965)
Art teacher's allowance	(0)	(200)
Dance teacher's allowance	(0)	(500)
Lion Dance teacher's allowance	(0)	(0)
<b>Subtotal</b>	<b>(23,888)</b>	<b>(25,174)</b>

**b. School Administration & Support** expenditures are costs related to support and administration costs of the Chinese school as follows:

	2021	2020
<b>School Admin &amp; Support Expenditures</b>	£	£
Caretaker	(370)	(280)
Safety officer	(240)	(195)
Administrator	(706)	(778)
Treasurer	(510)	(495)
School facility & cleaning	(7,551)	(7,245)
Book controller	(330)	(330)
Travelling to competitions	(0)	(311)
Bank charges	(85)	(60)
Sundries	(277)	(537)
Refreshments for teachers and helpers	(0)	(300)
Postage, printing and stationeries	(144)	(507)
Student prizes/other gifts	(867)	(4)
<b>Subtotal</b>	<b>(11,080)</b>	<b>(11,042)</b>

**c. Playgroup** expenditures are costs related to running the Cantonese and Mandarin playgroups for under 5's as follows:

	2021	2020
<b>Playgroup Expenditures</b>	£	£
Playgroup teaching & admin volunteers' allowances	(660)	(210)
Teaching materials, books, stationeries, etc	(10)	(114)
<b>Subtotal</b>	<b>(670)</b>	<b>(324)</b>

**d. Chinese Community Project Expenditure**

	2021	2020
	£	£
Hall hire costs	(0)	(452)
Food, materials and coach hire etc	(0)	(210)
Hate crime project	(1,500)	(0)
<b>Subtotal</b>	<b>(1,500)</b>	<b>(662)</b>



**5. Donation****a. Funds raised**

	2021	2020
	£	£
General donation	60	0
NHS Covid-19 relief	0	6,671
Covid-19 relief in China	0	1,537
<b>Subtotal</b>	<b>60</b>	<b>8,208</b>

**b. Funds donated**

	2021	2020
	£	£
NHS Covid-19 relief	0	6,671
Covid-19 relief in China	0	1,537
<b>Subtotal</b>	<b>(0)</b>	<b>(8,208)</b>

- 6. Parents Club Funds** – The balance as at 31 August 2021 was £2,800 (2020: £2,850). This amount does not belong to the association as the fund was kept in the association's bank account for safekeeping only.

**7. Restricted funds are £1,132 of which:**

- a.** £480 is restricted fund from Surrey Youth Opportunity;
- b.** £652 is from Benevolent Fund to provide financial help for beneficiaries who are registered CAW Chinese School students who have mitigating circumstances. The fund was transferred from the designated fund.

- 8. Designated funds** – Total of £33,161 was designated by the board of directors for emergencies or any shortfall in the school.

**9. Trustees Remuneration**

No trustees received any remuneration for their work as trustees or had any personal interest in any contract or transaction entered into by the charity during the year.

**10. Taxation**

There is no corporation tax liability as the association is a non-profit organisation and a registered charity.





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Chinses Association of Woking

On accounts for the year  
ended

31 August 2021

Charity no  
(if any)

1109595

Set out on pages

1 -13

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2021.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Chartered Institute of Management Accountants. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*Sunny Ma*

Date:

31<sup>st</sup> May 2022

Name:

Yat Hang Sunny Ma



**Relevant professional qualification(s) or body (if any):**

Associate Chartered Management Accountant

**Address:**

The Vineyard

Fair Ridge

High Wycombe HP11 1PL

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**